

T/IX/M-4  
24 November 1964

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UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

TASK TEAM IX - ADP SYSTEMS LIBRARY

Minutes of 4th Meeting - 23 November 1964

Members or Their Representatives Present

DIA - [REDACTED]  
CIA - [REDACTED]  
NSA - [REDACTED]  
AIR FORCE - Lt. Col. Robert R. McAnaw  
CSS - [REDACTED]

1. The Chairman opened the meeting by requesting if there were any changes or amendments to the minutes of the last meeting. The Secretary pointed out that the official record of the minutes will reflect that the last meeting on 4 November 1964 was the 3rd meeting, not the second meeting. The minutes also reflect a misspelling of [REDACTED] name in the minutes as well as several other spelling errors. The official record will reflect a correction of these errors as well as a 4th attachment to the minutes which was sent out with the minutes. This attachment was the check list, comparing the USIB and the DIA reporting elements. With these changes, the minutes stood approved as submitted.

2. The group first considered the Terms of Reference for final approval. In considering the Terms of Reference, the excerpt from USIB-8-13.1/4, dated 24 May 1964, was passed around by the Secretary and discussed by the group. The conversation centered around the interpretation of the "end product" defined in this paragraph which was downgraded to "secret" for the purposes of consideration by this Task Team. This paragraph was used by the Task Team to better understand the meaning of the "ADP Systems" used in the Objective and passed to the Task Team from CODIB.

3. After discussion of the various meanings of some of the key sentences in the Terms of Reference, the following final changes were agreed upon:

- a. The last four words of the Objective were deleted.

Group I  
Excluded from automatic  
downgrading and  
declassification.

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b. Paragraph II.a. was rewritten as follows: Definition: An intelligence ADP System is defined as machinable intelligence data files, the programs used to process such files, and equipment required to run such programs. A machinable intelligence data file is one that is on punch cards, magnetic tape, disks or drums. All film transparencies are excluded.

c. The word "operational" was deleted in the 4th line of II.b.1., the second line of II.b.3., and the last line of II.c.

d. The first sentence of paragraph III.c. was amended to read: Following CODIB and USIB approvals and publication of the instruction manual, each member of CODIB will be responsible for reporting on intelligence ADP Systems in accordance with the manual (CODIB was put in the sentence in the place of "CTT IX representing the different USIB agencies").

e. The second sentence of paragraph II.c. which read "this second phase of the Task will complete CTT IX's effort" was deleted.

4. It was agreed that the corrected copy of the Terms of Reference, attached herewith, will be submitted to CODIB for its consideration at the next CODIB meeting, thus, signifying that all the members present considered the corrected Terms of Reference as approved by CTT IX.

5. The group next considered a draft of the instruction for the establishment, maintenance and use of the USIB ADP Systems Library. This draft document, prepared by the Chairman, was passed to each member of the Team. After some preliminary consideration of this document, it was agreed that the members would consider this document and come to the next meeting with appropriate suggestions for improvement, modification, etc. The Team considered also the various possibilities of how the catalog would be organized: by titles? by codes? or what? KWIC indexing was considered. The machine retrievability on the major field was discussed. The subject was left for further consideration at subsequent meetings.

6. It was noted that both the Army and Navy representatives were not present and that there was some question as to the appropriate designation of members from these organizations. Resolution of these questions will be made informally by the CODIB Staff.

7. The Air Force representative requested that he be sent three copies of each document distributed to the members for the purpose of passing these out to appropriate representatives in SAC and FTD.

8. It was agreed that the next meeting would be held at CIA Headquarters on 2 December 1964 at 0930.

  
Secretary